

Note: Please submit on company letterhead. Must be signed by the licensed Engineer who constructed the project.

(Date)

Mr. John Doe
A Development Co.
0000 Place Drive
Somewhere, Texas 00000

RE: (Project)

Dear Mr. John Doe:

At your request, I performed a final site inspection of the above project on *(date)*. Please accept this letter as my certification that the civil portion of this project *(project name)* is complete and has been built to my plans and specifications. I have submitted As-Built drawings to the City Engineer and have certified that the improvements described in those plans comply with the subdivision ordinances and stormwater drainage policy adopted by the City of Round Rock, Texas.

Sincerely,

(Engineer)

SAMPLE
Engineer to Developer Letter